

Sanitized Copy Approved for Release 2010/03/10 : CIA-RDP89-00724R000900100002-2

TRANSMITTAL SLIP		DATE	
TO: Director of Security			
ROOM NO.	BUILDING 6-E-31 Hqrs.		
REMARKS:			
FROM: RCD/OIS/DDA			
ROOM NO.	BUILDING 1105 Ames Bldg.	EXTENSION	

FORM NO. 241

REPLACES FORM 36-8

(47)

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8 December 1982

MEMORANDUM FOR: Executive Director
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Inspector General
Comptroller

25X1

FROM: [REDACTED]
Chief, Regulations Control Division

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SUBJECT: Proposed Revisions of [REDACTED]
Time and Attendance Reporting (Job #186 & #187)

FOR YOUR INFORMATION:

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1. These proposed revisions of [REDACTED] were initiated by the Office of Finance. Paragraph 2c has been added in each handbook to state employee responsibility for ensuring that leave taken is recorded accurately on the Time and Attendance Reports. Other minor editorial changes appear and are indicated by arrows.

2. We plan to send these proposals forward for approval on 22 December 1982. Please direct any questions or comments to the undersigned before that date.

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Attachments:

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- A. Concurrence Sheets (OGC)
- B. Proposed Revision of [REDACTED]
- C. Proposed Revision of [REDACTED]

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cc: AO/DCI OC
SSA/DDA ODP
D/OIS OL
OP OMS
OF OS
OTE

*Per security interest &
no action necessary*
[REDACTED]
10/10/82
05 2 3013

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FROM ATTACHMENTS

S-E-C-R-E-T

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